

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0891

FLSA: Non-Exempt

CLASSIFICATION TITLE: FIRE EQUIPMENT TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform clerical/general work functions associated with coordinating service/maintenance of self contained breathing apparatus (SCBA), maintaining inventory levels of department equipment/supplies, delivering supplies to fire stations, and providing assistance/support within the department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs/coordinates service, maintenance, cleaning, and testing of fire department's self-contained breathing apparatus (SCBA), including masks, regulators, air tanks, hose assemblies, and other parts.

Maintains inventory levels of repair parts needed to service self-contained breathing apparatus.

Prepares and maintains records of SCBA service, testing, and repair activities.

Oversees air quality testing.

Ensures re-calibration of posi-check meters annually or as needed.

Sizes and tests firefighters for new SCBA masks as needed.

Packages equipment to vendors with documentation for outside services.

Assists in maintaining complete inventory of departmental supplies and equipment.

Assists in obtaining specifications for equipment, clothing, and other materials.

Advises secretary of items needed to be requisitioned.

Assists in marking and stocking supplies/equipment.

Assembles, logs, and delivers supplies/equipment to fire stations and other fire department buildings.

Loads/unloads supplies/equipment.

Drives/operates fuel truck used for fueling fire department apparatus in absence of fuel driver or as needed.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares OSHA documentation; provides service records for OSHA inspections as needed.

Assists in preparing work order requests, including obtaining signatures, entering data into computer, and filing documents.

Verifies approval signatures for replacement of uniforms and equipment.

Prepares or completes various forms, reports, correspondence, work order requests, maintenance records, or other documents.

Receives various forms, reports, correspondence, orders, invoices, receipts, maintenance records, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Prepares departmental files; maintains file system of departmental records.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, inventory control, or other software programs.

Operates or utilizes various equipment, tools, and supplies, which may include a motor vehicle, fuel truck, self-contained breathing apparatus, air compressor, radio communications equipment, copier, calculator, and facsimile machine.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary.

Communicates effectively and coherently over radio channels while initiating and responding to radio communications.

Communicates with supervisor, employees, dispatchers, other departments, officials, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Conducts various errands as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; attends shift meetings, training sessions, workshops and seminars as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in operation/maintenance of self-contained breathing apparatus; supplemented by three (3) years previous experience and/or training that includes self-contained breathing apparatus maintenance and inventory control; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Mine Safety Appliance (MSA) Regulator Repair Personnel (Level 3) Certification. Must possess and maintain a valid Tennessee Commercial Driver's License (CDL) including appropriate endorsement(s).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, hazardous materials, disease, pathogenic substances, fire, and smoke.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.